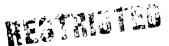
FILE CONTROL SHEET

Date	
SUBJECT: Cale Deple	_
INDEXED: 12 no.	
IS ACTION COMPLETE:	
WHAT WILL COMPLETE ACTION:	
IF FOLLOW-UP IS NECESSARY, HAS NOTE BEEN PLACED IN	



Deputy Executive for P & A

11/8 Asst. Director, OCD

Your memo of 4 Mov., outlining a system of code symbols for use in identifying the office which originates inter and intra-office correspondence.

SUBJECT: Code Symbols

- 1. The Office of Collection and Dissemination concurs in the suggested system of code symbols provided we properly understand the intended meaning of "inter" and "intra" office. OCD interpretation is that the symbols would be used only for correspondence which is to remain in CIG. With this understanding, OCD concurs in the proposal.
- 2. For security reasons, any correspondence which goes outside of CIG should not contain the code symbols. However, for identification within CIG the code can be included on the file copies. In any case, the identity of the originating office should be clear by the memorandum for record on the record copy.

C. E. OLSEN
Captain, U. S. N.
Assistant Director for
Collection and Dissemination

